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1 May 1987

MEMORANDUM FOR: Chief, New Building Communications Program Division/OIT

STAT

FROM:

[Redacted]

Chief, New Building Project Office/OL

SUBJECT: First Floor Computer Center

Please be advised that effective 1 May 1987, the Agency has taken beneficial occupancy of the first floor computer center of the New Headquarters Building. Access procedures for contractors are attached.

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[Redacted]

Attachment

cc: C/FMD/OL

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OL/NBPO [Redacted] 1May87

Orig - Adse (w/att)

1 - OL/NBPO Subject (w/att)

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1 - OL Files (w/o att)

OL 2054-87

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### OIT Access to the New Headquarters Building

The following information is intended to outline the procedures to be used by OIT and its contractors to gain access to areas of the New Headquarters Building (NHB) which have been turned over to the Government:

- a. Contractors are to process into the compound as they normally do.
- b. Contractors will meet their Headquarters Security Division (HSD) escort at the North Loading Dock corridor. HSD escorts are to be arranged by OIT.
- c. Access to the NHB will be via the new ground floor North Loading Dock corridor. The doorway into the NHB will be controlled by NBPO Site Security. Contractors will traverse the construction area via a route directed by their HSD escorts. (This route will be established in coordination with Site Security.) Entrance into the OIT work area will be controlled by Site Security. While within the OIT work area, contractors will be under HSD escort. Contractors and escorts traversing the construction areas which have not been turned over to the Government will wear hard hats. (NBPO will not provide hardhats.) Hard hats within the OIT work area are at the discretion of OIT. The areas will be accessible from 0700 hours to 1530 hours, Monday through Friday. Access at other times will be arranged at least three days in advance with Chief, Site Security. Should OIT or its contractors need to do work in areas not yet accepted by the Government, arrangements will be made with NBPO. Hard hats will be worn in these areas.
- d. Egress at break time, lunch time, etc., will be back to the Original Headquarters Building (OHB) to the North Dock area. Contractors may not remain in the OIT areas of the NHB without an HSD escort. Restroom facilities to be utilized are in the OHB.
- e. All tools and materials must be brought to the site via the OHB North Loading Dock. Materials and tools may be stored only within the OIT work areas. Contractors will remove trash from the work area daily.
- f. For an emergency situation, fire, medical, contact the nearest Site Security Officer outside the OIT work area.